



The National Archives and Records Administration  
Southwest Region



# The Southwest Bulletin

Issue #3

Summer/Fall 2006

## Changes, Changes Everywhere at the National Archives Southwest Region

BY C. PRESTON HUFF, REGIONAL ADMINISTRATOR

NARA-SOUTHWEST REGION, FORT WORTH, TEXAS



*New Regional Records Center Construction Site – August 2006*

First of several significant changes that I'll report on in this issue is that our Regional Administrator, Kent Carter, retired after 30 plus years of service. Kent, who was considered an expert in NASA and Native American history and even wrote the definitive book on the Dawes Commission, has relocated to the Pacific Northwest. I was named Regional Administrator in July.

Second, the construction of our new Records Center building is progressing very well (see photo above). We begin moving in this Fall and will phase out of our current location in Building 1 at the Federal Depot over the next year. The move will be completed by October 1, 2007. A dedica-

*(Continued on page 2)*

This newsletter is published twice a year, to keep the records officers of the Federal agencies in the four state Southwest Region (Texas, Oklahoma, Arkansas and Louisiana) apprised of their responsibilities as the caretakers of Federal records. It is also intended to inform volunteers, genealogists, political leaders, teachers, researchers, information technology and other professionals about the many services provided by NARA. Let us know if we can address an area of record keeping that is of interest to you.

National Archives and  
Records Administration  
Southwest Region  
501 W. Felix Street, Bldg. 1  
P.O. Box 6216  
Fort Worth, Texas 76115  
(817) 831-5900 (Main)  
(817) 334-5511 (Fax)  
Web Address: [www.archives.gov](http://www.archives.gov)

C. Preston Huff, CRM, CA,  
Regional Administrator  
e-mail: [preston.huff@nara.gov](mailto:preston.huff@nara.gov)  
817-831-5627

Meg Hacker  
Director, Archives  
e-mail: [meg.hacker@nara.gov](mailto:meg.hacker@nara.gov)  
817-831-5643

Bill Fellers  
Director, Records Management  
e-mail: [bill.fellers@nara.gov](mailto:bill.fellers@nara.gov)  
817-207-6300

Leonard "Jr" Harmon  
Director, Records Center Operations  
e-mail: [leonard.harmon@nara.gov](mailto:leonard.harmon@nara.gov)  
817-831-5904

Editor  
Cindy C. Smolovik, CRM, CA  
Senior Records Analyst  
e-mail: [cindy.smolovik@nara.gov](mailto:cindy.smolovik@nara.gov)  
817-207-6315



## Changes!

*(Continued from page 1)*

tion of the new building will be held toward the end of the year – or possibly just after the first of next year.

The Records Center building will house nearly 1 million cubic feet of records, including 100,000+ cubic feet of Archival records, all records center staff and the Regional Administrator's staff. An additional two bays of records will be maintained in an annex at the Federal Depot in South Fort Worth, approximately three miles from the new Records Center. The Archives function including the microfilm research room, textual records research room, records processing, conservation lab and the planned exhibit space and meeting / education space is to be located somewhere else – but those plans have yet to be finalized. The Records Management function will also likely be co-located with the Archives in another building.

Speaking of the Records Management area, this unit too, has experienced some change as well. Earlier this year the Records Management Director, John H. Smith, left to take on a promotional opportunity in the Department of Homeland Security's records management program in Dallas. In May, Bill Fellers, formerly of Minerals Management Service in New Orleans, was hired as our new director. Bill is very experienced in project management, electronic records, and disaster planning (which came in helpful during Katrina).

The Archives, too, has added a key new staff member, Mary Burke, as our Education Specialist. The Education Specialist position is new to our Region and it represents our commitment to working with educational entities at all levels. Mary will also oversee our distance learning program (more details in the Archives section of this edition) which will enhance our ability to disseminate educational content to schools throughout the Southwest. Ms Burke has a background in art education and prior to coming to NARA she was with

the Sid Richardson Art Museum in Fort Worth serving as their education specialist.

Our address may be changing soon, but we will still be here to meet your needs when it comes to virtually all matters pertaining to the life cycle of records from "cradle to grave". We will have enhanced facilities for storing Federal records, providing services – such as imaging, long term or permanent storage, including Archival records storage, electronic records storage, and even disposal of all formats – including media. Additionally, we will continue to provide a variety of records management workshops (see details in this edition), as well as consulting with your staff regarding a variety of records management and information-related matters.

If we can help your agency in any way, please do not hesitate to contact us – our phone numbers and e-mail addresses are listed in this newsletter.

Your comments about this publication are welcome.

This issue of the newsletter provides a glimpse of the activities of the three major program areas: Records Center Operations, Archival Operations, and the Records Management Program.

# The Records Center *Is Not* JUST For Paper Records!

Obviously we are busy with our building project which will improve our ability to manage some 1.4 million boxes of your records. But our new facility is not just about storing original paper records in traditional boxes on the usual 15 foot tall shelving units. While that will remain an important feature of our portfolio of services we want to give you a preview of some electronic (computer) records-related services that we will be providing in our new building.

**First** – We have incorporated a dedicated, modern, secure Digital Imaging Lab into the new building. The 2,000 square foot lab will permit us to focus on this important new service for converting a variety of your paper records to a digital format. The lab includes:

- Conversion services (paper to digital) – production scanning, large format, books, and permanent (Archival) records
- PDF and TIFF formats; additional formats include Excel, Word, HTML, & XML
- OCR (as applicable)
- Lab can meet policy directive NARA 816, Digital Project guidelines for accessioned Archival records
- QC (sample size or 100% verification)
- Indexing services (We can provide as many metadata items as you require)
- We can provide back-up storage of your converted records in the Electronic Records Storage Unit if requested
- Document preparation (removal of staples, paper clips, binders, etc.)
- Secure, limited access lab
- We can provide individualized quotes which will be based on the condition of your documents and the services that you require.

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**Second** – An Electronic Records Storage Unit (referred to as the ERU) is being built as part of the new regional Records Center facility. This unit is a reflection of a focus on electronic records management since we recognize that the vast majority of most modern records are “born digital” and this unit allows us to help you better manage your vital records.

The ERU includes:

- Secure, limited access storage
- 24/7 camera coverage
- Temperature and humidity controls (for media)
- GEMTRAC shelving for slotted storage (if individual tracking of your media is desired)
- Slotted storage for 3480 tapes, CDs, DVDs, etc.
- All media is bar coded and tracked using specialized vault software
- Tape rotation services
- Courier pick-up and delivery – Dallas / Fort Worth area
- Turtle box storage (if preferred)
- NORVEC 200 non-aqueous fire suppression system
- Controlled shipping of media for agencies outside the Dallas/Fort Worth Area

**Third** – An Industrial Disintegrator (media shredder) is a key feature of NARA Southwest Region’s comprehensive approach to assisting you manage the entire life cycle of your electronic records. A wide range of formats can be thoroughly destroyed by the disintegrator. This ensures that no confidential, classified, personally identifiable, or privacy protected information is left unprotected for unauthorized use. Features of this service include:

- Certified, witnessed disposal (a representative from your agency can also witness disposal if desired)
- Media does not need to be stored in our Records Center to be eligible for this service
- “Confetti-like” residue is bagged and discarded. No chance of falling into unauthorized use
- CD, DVD, diskettes, magnetic tapes, cartridges, small amounts of paper, microfilm, etc.
- We can meet DOD standards for disposal – if required
- All media shredding is performed at the NARA Southwest Region

Pricing information and the exact electronic records-related services are being refined and will be available prior to the opening of our new building this Fall.

If you would like more information please contact  
Leonard Harmon, Jr., Records Center Director  
Email: [leonard.harmon@nara.gov](mailto:leonard.harmon@nara.gov)  
Phone: 817-831-5904  
Fax: 817-334-5539



# Hard Hats On!



*New Regional Records Center Construction Site - Aerial view at the beginning of construction, February 2006*



*New Regional Records Center Construction Site. - Building foundation. April 2006. Pictured from left to right: Leonard Harmon, Jr., NARA-SW Region, John DeHardt, Managing Principal KH Lakewood, Dale Mutchler, Project Manager KH Lakewood, and Preston Huff, NARA-SW Region.*

# Hard Hats On!



*New Regional Records Center Construction Site – Framing, July 2006*



*New Regional Records Center Construction Site - Exterior walls, August 2006*



National Archives and Records Administration  
*Federal Records Center Program*

# Smart Scan

## Electronic Document Delivery Services

**You could  
save 15%  
or more**

### Now receive your requests electronically!

### A fast, reliable, and inexpensive service

The Fort Worth Records Center now offers the Smart Scan service to provide same day electronic delivery of reference requests for customer agencies.



National Archives and  
Records Administration  
Federal Records Center  
Program

### Contact Information:

NARA Southwest Region  
Federal Records Center  
501 W. Felix St., Bldg 1  
Fort Worth, Texas 76115

Phone: 817-831-5904  
Fax: 817-334-5373  
E-mail:  
leonard.harmon@nara.gov

Have an urgent request or need something specific from your documents? The Fort Worth Federal Records Center is now offering the **Smart Scan** service to all of its customers. The service provides for the electronic delivery of requests via email. Requests will be emailed in Adobe PDF format to the email address that the customer requests.

No longer will you have to wait days to receive your request. If you send in your Smart Scan request by 9:00 a.m. you will receive it that same day by 4:00 p.m.

- Cost Effective
- Easy to Share
- Simple to Use
- Fast, Same Day Service

# Records Management Program

An effective records management program is the foundation on which an agency can begin automating records management activities or implementing systems to manage electronic records.

For our FY 2007 work plan, the NARA-SW Region is reaching out to Senior Managers in agencies within our region to highlight how effective records management is essential to the success of automated systems, project management and fiscal responsibility. Our staff is available to assist with:

- **IDENTIFICATION OF RECORDS AND RECORDS SOURCES** to distinguish records from non-records and uniquely identify the records found. Determine how, how many, and by whom records are being created or received and identify their relationship to the agency's business operations or functions.
- **DEVELOPING FILE PLANS** that specify how records are to be organized once they have been created or received.
- **IMPLEMENTING EXISTING RECORDS SCHEDULES** to determine where and how long records need to be retained. Properly following how long records need to be retained - and under what conditions - can dramatically reduce agency resource outlays and at the same time ensure that agencies are maintaining adequate and proper documentation of agency activities.
- **PROVIDING RECORDS MANAGEMENT GUIDANCE** by assisting with agency-specific policies and procedures for implementing records management activities, including for records created or maintained by contractors for the Federal government as an important part of a records management program.

- **PROVIDING TRAINING** through either existing NARA courses or through the development of specialized agency specific workshops and/or briefings designed to cover agency specific records management issues.

**For complex records management projects NARA offers Targeted Assistance through partnerships with federal agencies.**

## *How Does Targeted Assistance Work?*

Each partnership develops a project with a well-defined purpose, tangible products, definite milestones, and a time-frame for completion.

**AGENCY PROVIDES:** Agency staff time and expertise and coordination among agency local, regional, and national offices.

**NARA PROVIDES:** Expert guidance and assistance, tailored training, expedited review of schedules, and more, at no cost.

Generally, Targeted Assistance services are offered at no cost to agencies. If extensive travel or other non-personnel costs are involved, however, the National Archives and Records Administration may request help in defraying expenses if necessary.

Our staff is currently working with Minerals Management Services (MMS), NASA, the Internal Revenue Service, Brooks AFB in San Antonio, Texas, the Federal Emergency Management Agency (FEMA), Air Force Army Exchange Service (AAFES), and the Federal Aviation Administration (FAA) with a variety of records management activities.

For more information contact:  
Bill Fellers, Director  
Records Management Program  
Email: [bill.fellers@nara.gov](mailto:bill.fellers@nara.gov)  
Phone: 817-207-6300

# Records Management Projects

NARA-SW Region records management staff provide a wide variety of assistance opportunities for federal agencies. These are just a few of our most recent activities.

- A partnership between NARA-SW Region, the National Military Personnel Records Center, and the United States Air Force (USAF) Brooks Air Force Base working on an important appraisal project is underway to appraise and eventually transfer to the National Archives records pertaining to the Air Force Health Study (AFHS) on the effects of herbicides on Air Force Personnel.

The use of herbicides, and Agent Orange, in particular is one of the most prominent issues in the study of the Vietnam War. The AFHS was created in 1979 in answer to health claims and public demands. The AFHS was created to evaluate the health, survival and reproductive outcomes of veterans of Operation Ranch Hand. AFHS is a longitudinal epidemiological study. Participants included men involved in Operation Ranch Hand and a control group of men who served in Southeast Asia but were not involved in the spraying operation. The study took place over the course of 20 years and is now coming to a close.

The appraisal and eventual transfer to the National Archives of the records created by the AFHS should be completed by FY 2007.

- Continuity of Operations Planning (COOP) is a requirement in which all federal agencies must comply. Through a partnership between NARA-SW Region and the Department of Homeland Security/Federal Emergency Management Agency (FEMA), Michael Baimbridge, Senior Records Analyst is a trained COOP instructor and is currently conducting courses throughout the region along with FEMA instructors.
- Vital Records Plans are a part of COOP and records management in general. The NARA-SW Region has been involved with the Environmental Protection Agency Region 6 in Dallas and the Federal Aviation Administration in Fort Worth in conducting briefings on the identification and protection of vital records.

- The Bureau of Land Management in Tulsa, Oklahoma recently asked NARA-SW Region to provide general assistance with records inventory and shipment of Oil and Gas Lease Case files. Cindy Smolovik, Senior Records Analyst, traveled to Tulsa and Moore, Oklahoma to assist them.
- The Transportation Security Administration (TSA) in Austin, Texas requested an initial assessment of their records management program.
- Two projects have been conducted with the Bureau of Prisons (BOP). The first in Grand Prairie, Texas to assist the Human Resources Division with basic records management and handling of Official Personnel Files. The second, involved the Information Management Office/USDOJ/BOP in Washington, DC which requested NARA to help in the assessment of active/inactive prisoner files damaged by waters from Hurricane Rita.

In addition to in-person assistance, the NARA website provides a variety of great records management guidance tools such as:

- Why Federal Agencies Need to Move Toward Electronic Recordkeeping
- Records Management Profile: Federal Enterprise Architecture (FEA) Records Management Profile, version 1.0
- Recommended Practice: Developing and Implementing an Enterprise-wide Electronic Records Management (ERM) Proof of Concept Pilot
- What is Electronic Recordkeeping (ERK)?
- Recommended Practice: Evaluating Commercial Off-the-Shelf (COTS) Electronic Records Management (ERM) Applications
- Electronic Records Management Guidance on Methodology for Determining Agency-unique Requirements

To view these and much more visit the website at:  
<http://www.archives.gov/records-mgmt/initiatives/erm-guidance.html>



# Records Management Training – Southwest Region

## October 2006 – September 2007

### **New Basic Records Operations Course!**

This course describes what to file, how to file it, and how to remove files no longer needed for current business. It covers the variety of activities involved in the maintenance and use, as well as the disposition of Federal records. Basic Records Operations (BRO) is a new addition to the Federal records management training program offered by the National Archives and Records Administration (NARA). The target audience for this course is records liaisons, secretaries, files custodians, and others who maintain records as part of their jobs. Also records managers and records officers new to the field or wanting a refresher course. The course is designed for those needing the task-oriented records management basics, but who are not planning to achieve the certificate of completion. (1 day, \$150)

November 8, 2006	Fort Worth, TX
March 28, 2007	Fort Worth, TX
May 16, 2007	Fort Worth, TX
July 25, 2007	Fort Worth, TX

### **Two New Courses coming soon!**

**Vital Records Course.** Learn how to manage records essential to an agency's business needs and those records needed to protect legal and financial rights within an emergency preparedness program and a disaster mitigation and recovery program that are part of a continuity-of-operations plan. (1 day, \$150.)

**Advanced Electronic Records.** The life cycle of electronic records presents major issues and potential problems. Learn how to effectively manage electronic records and address their special issues in a Federal agency. (2 days, \$300)

No dates scheduled yet.

For more information on all RM Training contact  
John Garza at 817-207-6316 or Email:  
ftworth.recmgmt@nara.gov more information

### **Records Management Training Certification Program**

**Entering our third year of this program! So far 319 people nationwide have completed the certification program.**

NARA offers an optional certification program for individuals who successfully complete training in Federal records management. Participants may take examinations upon completion of Knowledge Areas Two through Six. Those who successfully pass all five examinations will receive NARA's Certificate of Federal Records Management Training, signed by the Archivist of the United States. Knowledge Area 1: is an overview and is not part of the certification core curriculum. The Southwest Region is offering Knowledge Area 1 through our "pick your own place and date" program. Contact John Garza at 817-207-6316 for more information.

### **Creating and Maintaining Agency Business Information ( Knowledge Area 2)**

What are Federal records management requirements, how are they applied to agency records, and why are they important? Find the solutions to these important questions and their application to everyday challenges in managing Federal information. (2 days, \$300)

January 22-23, 2007	Houston, TX
April 17-18, 2007	Oklahoma City, OK
July 10-11, 2007	Little Rock, AR
September 11-12, 2007	Fort Worth, TX

**Our schedule doesn't meet yours?  
For any of our training classes, just  
pick a date and time, gather 10 or  
more participants and we will coor-  
dinate a class with you!**

**Call Bill Fellers, Director of Records  
Management 817-207-6300 today!**

(Continued on page 10)

# Records Management Training – Southwest Region

## October 2006 – September 2007

(Continued from page 9)

### **Records Scheduling** **(Knowledge Area 3)**

What do you do with information and records that you no longer need for business purposes? How you schedule your records determines the basis for meeting your agency's operating, fiscal and legal needs. Find out the legal requirements and practical advantages in scheduling records and the disposition practices necessary to meet an agency's business needs, with this overview of agency and NARA responsibilities. (2 days, \$300)

February 12-13, 2007	Houston, TX
June 18-19, 2007	Oklahoma City, OK
August 6-7, 2007	Little Rock, AR
September 13-14, 2007	Fort Worth, TX

### **Records Schedule Implementation** **(Knowledge Area 4)**

What to do with all those boxes of records? Utilizing a Records Retention Schedule or records manual is easier than you think. This course provides an overview of applying an approved records schedule. Included are instructions for applying the General Records Schedule, disposing of temporary records or retiring them to off site storage, transferring permanent records to NARA. (2 days, \$300)

January 24-25, 2007	Houston, TX
April 19-20, 2007	Oklahoma City, OK
July 12-13, 2007	Little Rock, AR
September 17-18, 2007	Fort Worth, TX



#### **Tailored Workshops**

- Does your agency have a specific training need?
- Are you in charge of coming up with topics and speakers for staff meetings, workshops or other programs?

Ask us!

#### **Briefings and Other Topics**

- Records Management Briefings
- COOP and Vital Records Briefings
- Introduction to
- Electronic Records

### **Asset and Risk Management** **(Knowledge Area 5)**

Are records valuable assets to your agency business process? Of course! How you manage your assets by applying appropriate records management procedures is a critical element of risk management in any organization. Learn the fundamentals of risk management and cost benefit analysis and how they relate to maintaining a viable records management program. This course is designed to raise the awareness of risk situations and provide managers with the decision-making tools they need to address current and future program needs. (2 days, \$300)

February 14-15, 2007	Houston, TX
June 20-21, 2007	Oklahoma City, OK
August 8-9, 2007	Little Rock, AR
September 19-20, 2007	Fort Worth, TX

### **Records Management Program Development** **(Knowledge Area 6)**

There are many layers of a Federal Records Management program. Learn the concepts and practices involved in developing and assessing an effective records management program, publicizing and promoting that program within a Federal agency, and training employees in the basics of records management. (1 day \$150)

February 16, 2007	Houston, TX
June 22, 2007	Oklahoma City, OK
August 10, 2007	Little Rock, AR
September 21, 2007	Fort Worth, TX

#### **NOTICE**

As you saw in the cover story of this newsletter, the Records Center building is well underway and many of our Regional staff will begin to move in this Fall. Meanwhile, the staff of the Archives and the Records management units will remain at their current location at the Federal Depot. These two areas are slated to remain there until October 1, 2007 when the eastern half of the Federal Depot will no longer be operated by the General Services Administration.

As of the time of this publication we do not have final details on where the two functions will go, but we are hopeful that we will have this finalized in the coming months. If you have any questions about this please feel free to contact C. Preston Huff, Regional Administrator, at 817-831-5627.

## “UNDER CONSTRUCTION”: EDUCATION PROGRAMS

Just as the Records Center building is taking on a new shape, so too, are the Southwest Region’s Education programs. Some programs are extensions of established initiatives, and some are new to the National Archives Southwest Region.

Nearly all of the initiatives involve collaboration with community partners, so that the Southwest Region can reach a broader audience. These partners include Tarrant County College, Region 11 Service Center, Fort Worth Independent School District (FWISD), the Sid Richardson Museum, the Amon Carter Museum, Texas Christian University, and the Texas Council for The Social Studies.

An upcoming project involves partnering with the Franklin D. Roosevelt Presidential Library and Museum to bring a traveling exhibit, *“This Great Nation Will Endure”: Photographs of the Great Depression*, to the Fort Worth metroplex. The Farm Security Administration created many of these iconic photographs, which dramatically capture the natural and economic challenges faced by the citizens of our nation. The photographs will be organized in groups of four geographic regions – The Great Plains and the Southwest, California and the Far West, The South, and the Northeast and Midwest.

The inaugural stop of the exhibition’s tour opens at the host site of the Northeast Campus of Tarrant County College (TCC) on February 1<sup>st</sup> and closes on March 9<sup>th</sup>, after which it will travel to its second venue in Atlanta. TCC will offer supporting public programming and collaborate with the Southwest Region to offer guided tours of the exhibition to students of all ages, from elementary through post-secondary level.

A new initiative for us, Distance Learning, will take our efforts to share NARA’s holdings beyond our local reach, into classrooms across the state and beyond. With Region 11 Service Center, the Southwest Region is a partner in a Rural Utilities Services (RUS) Grant. The grant will provide a two-way videoconferencing/distance learning system that we will use to deliver innovative programming to meet the education needs of the rural citizens of Texas. Equipment is expected to arrive at the Southwest Region the first week of September. Region 11 staff will provide technical and instructional design training, as well as bridging services to entities outside of the Region 11 Telecommunications Network.


The Southwest Region is a new partner in the RUS Grant. We are joining several other organizations, including the

Amon Carter Museum, Bass Performance Hall, the Fort Worth Museum of Science and History, which are already offering Distance Learning through the RUS Grant. Details about the availability of the Southwest Region’s programs will be accessible on the *Connect2Texas* website at [www.Connect2Texas.net](http://www.Connect2Texas.net). The website’s purpose is “to promote programs offered by interactive videoconferencing providers in the State of Texas.”

Through another partnership, Southwest Region staff is collaborating with two Fort Worth Independent School District History teachers and the Sid Richardson Museum to create interdisciplinary lessons utilizing primary sources from the Museum and the Archives. The *Art and Archives* curriculum will be introduced to History teachers at the annual conference of the Texas Council for the Social Studies, which will begin in Fort Worth on October 13<sup>th</sup>. On October 14<sup>th</sup>, conference attendees, who will be from around the state, are invited to visit the Southwest Region for a hands-on, behind-the-scenes tour of the Archives.

Another project, now in its third year, also focuses on using primary sources. Project EAGLE (Educators in American History Guiding Learners to Excellence) partners include the Archives, Texas Christian University, Fort Worth Museum of Science and History, and the Amon Carter Museum. One of Project EAGLE’s goals is to teach educators to think, work, teach and share like historians. Teachers participate in eight institute days at various sites, learning the tools and focus of historians, archivists and curators. At the end of their training, teachers are required to develop a lesson plan using historical evidence they collected in their research portfolio.

These are just a few of the ways in which education programs are extending the Southwest Region’s reach. What’s on the horizon? Plans are in the making for the development of “traveling” education materials to support outreach programs, as the National Archives Southwest Region enters this exciting transitional phase while a permanent home is being prepared for us.



For more information contact  
Meg Hacker, Director,  
Archival Operations  
Email: [Meg.hacker@nara.gov](mailto:Meg.hacker@nara.gov)  
Phone: 817-831-5643

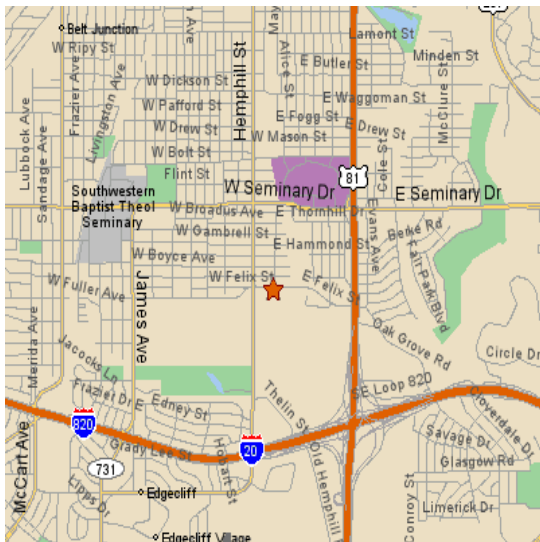


**FEDERAL RECORDS CENTER PROGRAM  
NARA-SOUTHWEST REGION**

NARA-FRCP  
501 W. Felix St. Bldg. I  
P.O. Box 6216  
Fort Worth, Texas 76115



## Visit in person...



### Directions:

The Fort Worth facility is about 5 miles south of downtown Fort Worth, near the intersection of I-20 and I-35W.

From downtown Fort Worth take I-35W south and exit on Felix Street. Proceed west on Felix for half a mile, turn left into the Federal Center, and stop for security information. The security guard will give directions to Building One.

You will need a valid driver's license and proof of insurance to enter the Federal Center.

## ...or visit online

<http://www.archives.gov/southwest/>